

CODE ENFORCEMENT SPECIALIST

Class Definition

Under supervision, performs office and field work related to maintenance of properties in conformance with various City ordinances.

Distinguishing Characteristics

Code Enforcement Specialists are assigned to the Code Enforcement Division of the Planning and Development Department. Incumbents participate in various enforcement activities to assure compliance with those City ordinances enforced by the division. These ordinances include public nuisance, weed abatement, fire hazards as related to vacant land, illegal dumping, used and waste tire enforcement, rubbish nuisances, sidewalk and easement obstructions, and less complex zoning and sign violations. Employees enforce regulations in these areas and advise citizens in methods to comply with regulations. Incumbents are expected to effectively arbitrate and develop solutions to neighborhood problems in conformance with the codes. This class differs from Neighborhood Standards Specialist I in that the latter performs the full range of duties related to citizen conformance with the more complex public nuisance and zoning City ordinances.

Typical Tasks

(May include but are not limited to the following.)

Responds to citizens' inquiries and gives general assistance or directions as appropriate; assists the public in interpreting the provisions of less complex City ordinances.

Receives and documents complaints from citizens regarding possible code violations.

Coordinates the handling and resolution of complaints with other City Departments and outside agencies.

Conducts field inspections to determine if conditions constitute violations of, and to ensure compliance with, City Ordinances; writes letters to citizens regarding enforcement of those City ordinances.

Consults with property owners and contractors on method of abatement, and inspects contractors' work to authorize payment.

Conducts research to determine property ownership, history, approved uses, and may perform administrative work as required.

Keeps and updates records pertaining to case information, and prepares reports as required.

Issues administrative citations for non-compliance with applicable codes. Appears as an expert witness in appeals, at Notice to Show Cause hearings, or in courts.

Assists in the preparation and implementation of programs to support enforcement of regulations.
Performs related duties as assigned.

Knowledge, Skills and Abilities

(The following are a representative sample of the KSA's necessary to perform the duties of the class.)

Knowledge of computer data entry, and ability to maintain accurate records, prepare clear and concise reports, and communicate effectively in oral and written form.

Ability to acquire knowledge of combustible materials and inspection methods as they relate to weed abatement.

Ability to acquire knowledge of the Fresno Municipal Codes on land development, signs, public nuisance, weed abatement, and other applicable codes and regulations.

Ability to acquire knowledge of laws pertaining to property ownership, title searches, and Assessor's parcel maps.

Ability to analyze codes in relation to field conditions and to develop constructive solutions to address variances with applicable codes.

Ability to work effectively with individuals or neighborhood groups to address neighborhood standards.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of the assigned duties.

Ability to enforce regulations with firmness, and deal tactfully and effectively with the public.

Minimum Qualifications

Completion of thirty (30) college units from an accredited college or university; and one year of public contact experience involving regulation enforcement, public contact similar to that gained in retail sales, bill collection, public service setting, or closely related field. Additional qualifying experience may be substituted for college units with fifteen semester units equaling one year of experience.

Necessary Special Requirement

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as Code Enforcement Specialist.

APPROVED: _____

Director

DATE: _____